

## **Process Improvement Training Course Dates**

### **Proposed as of: October 1, 2004**

For additional information, refer to the “Course Description” section of the “Process Improvement Training Catalog.” If you have any questions, please contact: Stephanie Austin, integrated Process Group (iPG) Training Coordinator, at 202-646-5991.

# Process Improvement Training

## Training Class Registration Information

### **Registration Process and Ground Rules**

- Registration is open when class is announced and remains open until class is filled.
- Authorization is required prior to class enrollment: if FAA, from Training Coordinator, if Contractor, from FAA sponsor.
- Registration for class enrollment is announced approximately three weeks to one month prior to class, when possible.
- Confirmation of attendance is given no later than one week prior to class.
- Cancellation notice is required a minimum of 48 hours prior to class.
- Failure to cancel or attend class after registering, results in a “No Show” notation in the Process Improvement Training Database records.
- Provide required information, as listed below, to: Stephanie Austin, iPG Training Coordinator/Training Database Administrator AIO-200 at Stephanie.Austin@baesystems.com, (202-646-5991) or Alternate Contact: Dr. Linda Ibrahim/FAA/AIO-200, (202-267-7443).

### **Student Registration Data Required\*:**

**Student/Registrant Name:**

**Class Name:**

**Class Date:**

**Organization/Company (e.g., FAA, BAE):**

**Org./Routing Symbol, (e.g., AIO-200; if Contractor, provide customer org/routing symbol):**

**As of /or Hire Date (Optional Information):**

**Student Telephone No:**

**Student E-mail Address:**

**Student Mailing Address/Mail Stop:**

**Contract Name (if applicable, e.g., SETA-II, TAC 2):**

**Project(s) (List all applicable):**

**Training Coordinator or POC/Org-Routing Symbol/Tel#:**

**FAA Authorizing Individual (Name, Org/Routing Symbol, Telephone #, Title and E-mail address.):** IMPORTANT: If student is a Contractor, provide name of the FAA authorizing customer, Org/Tel.#, etc. as above. **This course authorization data is required for registration and must be submitted prior to class attendance).**

(\*Note: Failure to cancel or attend class after registering, results in a “No Show” notation for the student in the Process Improvement Training Database)

**Process Improvement Course Dates  
as of: October 1, 2004**

| <b>October 2004</b>  |                  |  |             |  |                       |  |
|--|------------------|--|-------------|--|-----------------------|--|
| <b>Training</b>  | <b>Date</b>      | <b>Sponsor/Provider/<br/>Instructor</b>  | <b>Days</b> | <b>Location</b>  | <b>Time</b>           | <b>Notes/Comments</b>  |
| <i>There are currently no courses scheduled.</i>   |                  |  |             |  |                       |  |
| <b>November 2004</b>   |                  |  |             |  |                       |  |
| <b>Training</b>  | <b>Date</b>      | <b>Sponsor/Provider/<br/>Instructor</b>  | <b>Days</b> | <b>Location</b>  | <b>Time</b>           | <b>Notes/Comments</b>  |
| <i>There are currently no courses scheduled.</i>   |                  |  |             |  |                       |  |
| <b>December 2004</b>   |                  |  |             |  |                       |  |
| <b>Training</b>  | <b>Date</b>      | <b>Sponsor/Provider/<br/>Instructor</b>  | <b>Days</b> | <b>Location</b>  | <b>Time</b>           | <b>Notes/Comments</b>  |
| Introduction to the FAA-iCMM, Version 2.0 combined with Understanding the Level 2 Generic Practices, Version 2.0 | December 2, 2004 | iPG/AIO-200<br>Dr. Linda Ibrahim (AIO-200)<br>202-267-7443<br>William Howard (TAC 2)<br>202-314-1385 | 1           | BAE SYSTEMS<br>901 D Street, SW<br>Aerospace Center Suite 850<br>Washington, DC 20024<br>Andrews/BWI Conference Room | 8:30 a.m. – 4:00 p.m. | Class announcement and registration POC:<br>Stephanie Austin, (iPG Training Coordinator)<br>202-646-5991<br>Course details POC:<br>Dr. Linda Ibrahim<br>(AIO-200) 202-267-7443 |